



CAREER COACH JOB DESCRIPTION

(Attachment A)

POSITION SUMMARY

The Career Coach will assist students to identify career goals through personal and group consultation. Utilizing leadership, advocacy, and collaboration, career coaches will promote academic and personal success by implementing a comprehensive program that encompasses areas of personal and social development of students as well as academic and career needs.

ESSENTIAL FUNCTIONS

Career Coaches will work with students to determine the appropriate assistance using activities such as those listed below:

- Meet one on one with students to determine academic and career goals.
- Have students review <https://mspathfinder.org> to determine interests and learn about post-secondary options.
- Screen and assist students in applying for internships, apprenticeships, and work-based learning opportunities in their area.
- Prepare students to take the ACT WorkKeys assessment.
- Have students create an online profile on the Mississippi Works website.
- Plan, develop, and implement exploration opportunities, including college campus visits, career fairs, industry visits, parent sessions, and similar activities.
- Work directly with the local community college to connect students to applicable programs as identified by AccelerateMS and the WIOA State Plan.
- Connect industry representatives to participants through job shadowing and mentoring opportunities for further career exploration and to build interest in local workforce opportunities.
- Assist students in understanding soft skills and how they are important to being successful in the workplace.
- Improve participant resume writing and interviewing skills.
- Work with economic developers, businesses, associations, and local and state agencies to promote the program and build connections to local industries.
- Plan, develop, and implement programs, working directly with parents of participants to educate them on workforce opportunities and educational opportunities (including available financing of these) for their children.
- Plan, develop, and implement strategies to reach high school graduates who have not obtained a higher education certificate, diploma, or degree and assist them in obtaining post-high school certification.
- Maintain accurate and complete records of participant interactions, events, and all other work assignments.
- Prepare reports on students and activities as required.
- Become a contact for parent and participant inquiries.
- Perform other duties as assigned.

POSITION QUALIFICATIONS

- **Active Listening:** Ability to actively attend to, convey, and understand the comments and questions of others
- **Assertiveness:** Ability to act in a self-confident manner to facilitate completion of a work assignment or to defend a position or idea
- **Communication (Oral):** Ability to communicate effectively with others using the spoken word
- **Customer Oriented:** Ability to take care of the customers' needs while following established procedures
- **Diversity Oriented:** Ability to work effectively with people regardless of age, gender, race, ethnicity, religion, or job type
- **Empathetic:** Ability to appreciate and be sensitive to the feelings of others
- **Energetic:** Ability to work at a sustained pace and produce quality work
- **Enthusiastic:** Ability to bring energy to the performance of a task
- **Presentation Skills:** Ability to effectively present information publicly
- **Tactful:** Ability to show consideration for and maintain good relations with others.
- **Friendly:** Ability to exhibit a cheerful demeanor toward others
- **Honesty / Integrity:** Ability to be truthful and be seen as credible in the workplace
- **Decision Making:** Ability to make critical decisions while following established procedures
- **Team Builder:** Ability to convince a group of people to work toward a goal

SKILLS, ABILITIES, CERTIFICATION, AND LICENSURE

- **Education:** Bachelor's Degree
- **Experience:** Three to five years related experience preferred
- **Computer Skills:** Strong computer skills in Microsoft Word and Excel and the ability to learn new software packages
- **Certification and Licensure:** None required

OTHER REQUIREMENTS

- Must be self-motivated and have ability to multitask and work unsupervised.
- Must have strong communication skills and exhibit "people-friendly" qualities that include an outgoing, friendly, and empathetic character.
- Must abide the Mississippi Educator Code of Ethics, as established by the Mississippi Department of Education.
- Must meet background check requirements. Before hire, the coach shall be fingerprinted to determine suitability for employment. If no disqualifying record is identified at the state level, the fingerprints shall be forwarded by the Department of Public Safety to the FBI for a national criminal history records check. If such fingerprinting or criminal history records check discloses a felony conviction, guilty plea or plea of nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Miss. Code Ann. § 45-33-23(g), child abuse, arson, grand larceny burglary, gratification of lust or aggravated assault which has not been reversed on appeal or for which a pardon has not been granted, the applicant shall not be eligible for employment.